



Enhanced processes for ship-to-home orders and Apple products

Dear Colleague:

This message is being sent to U-M employees who order from M-marketsite, the university's online catalog ordering system.

We're writing today to tell you about two important service enhancements that will make purchasing products from CDW-G—a U-M strategic supplier that offers over 100,000 technology related products from 1,000+ vendors—much faster and easier. CDW-G offers, among other things, quick and secure deliveries, streamlined billing and product returns, and outstanding warranty service. In addition, the company has a strong focus on green products, which helps support U-M's sustainability initiative and provides exceptional customer service to the university community.

One CDW-G enhancement—effective immediately—centers on ship-to-home orders while the other—effective May 17, 2021—focuses on the process to order Apple products.

Important: If you subscribe to MiWorkspace, please continue to place your orders through the MiWorkspace Depot for ship-to-home and Apple products. Learn more about [MiWorkspace hardware](#).

1. Updated ship-to-home process—key points:

- Effective immediately, the U-M Tech Shop will no longer coordinate CDW-G ship-to-home orders via M-marketsite.
- Procurement Services will coordinate ship-to-home orders through M-marketsite. Carts should be assigned to [Heather Peer](#), office manager, for processing with CDW-G.
- The U-M Tech Shop will refer any orders received through M-marketsite for CDW-G products to Procurement Services for processing.
- This temporary process will continue through August 27, 2021. After that date, M-marketsite users will only be allowed to ship to university locations.

2. Streamlined option for ordering Apple products through the CDW-G catalog—key points:

- Effective May 17, 2021, you may order Apple products from the CDW-G catalog.
- Ordering your Apple products through CDW-G will be quick and easy. The process for accessing the CDW-G catalog—through M-marketsite—will not change, but, in addition to the wide selection of products now available, it will include all of our currently available Apple products.
- Prices for Apple products will remain the same as in the current Apple

catalog and custom orders can be entered using CDW-G's configuration tool.

- Our primary CDW-G contacts will not change and you can [find their information on the Procurement Services website](#).
- If you'd like to have Apple products shipped to a non-UM address, you must follow the ship-to-home process outlined at the top of this message.
- Orders for Apple computers that will be supported by MiWorkspace should continue to be placed through the MiWorkspace Depot.

Please watch for more information on these enhancements to the CDW-G ship-to-home and Apple ordering processes in the near future. In the interim, please email the [Procurement Solutions Team](#) if you have any questions.

Thank you for your continued support of Procurement Services and please forward this message to any colleagues who would benefit from this information.

Tony Burger
Director, Financial Analysis and Procurement Services